

State of Michigan
Department of Civil Service
HUMAN RESOURCE SERVICES
400 South Pine Street, P.O. Box 30002
Lansing, Michigan 48909

REQUEST FOR PAY APPROVAL

- ☐ Information Technology Programmer/Analyst P11
☐ Information Technology Specialist 14
☐ Information Technology Manager 14
☐ Information Technology Specialist 15
☐ Information Technology Manager 15

Check all that apply: <input type="checkbox"/> Appointment <input type="checkbox"/> Performance Review <input type="checkbox"/> Signing Bonus <input type="checkbox"/> MCS Bonus		
Department (Process Level)		Position Code
Employee's Name		Employee Identification Number
Current Pay Rate (or pay in previous position) \$	Proposed Pay Rate \$	Proposed Effective Date of Pay Action
Next Review Date	Performance Rating (Documentation regarding performance factors is on file.) <input type="checkbox"/> Needs Improvement <input type="checkbox"/> Meets Expectations <input type="checkbox"/> High Performing/Exceeds Expectations	
Merit Increase Recommended Base Pay Increase \$ _____ % Lump Sum Bonus \$ _____ %		
Signing Bonus Recommended (Signed payback agreement and documentation regarding salary necessary to attract are on file.) Bonus Amount \$ _____		
Mission Critical Skills Bonus Recommended (Signed payback agreement and position description reflecting assignment of duties, comprising at least 50% of the job, requiring the below-identified skills, are on file.) Bonus Amount \$ _____ %		
Mission Critical Skill(s) is/are: 		
Signature: I certify that the above information is correct and that all documentation required by Civil Service Regulation 5.07 has been completed and will be retained for audit purposes.		
Appointing Authority Signature: _____		Date: _____
CIVIL SERVICE USE ONLY		
Approved By: _____		Date: _____

(PROCEDURES ON REVERSE)

(CS-1742) REQUEST FOR PAY APPROVAL PROCEDURES:

<u>Responsibility</u>	<u>Action</u>
Appointing Authority	<ol style="list-style-type: none">1. Completes all appropriate areas of the Request for Pay Approval form (CS-1742).2. If requesting Mission Critical Skills Bonus, identifies the Mission Critical Skills possessed by the employee that are reflected in duties comprising at least 50 percent of the position's responsibility, as documented by a position description kept on file by the agency.3. Submits electronic request via the Department of Civil Service Web site.
Civil Service/Compensation Section	<ol style="list-style-type: none">4. Reviews request and transmits approval or modification to appointing authority.5. Updates list of Mission Critical Skills identified by the department.

- The Department of Civil Service, Office of Compliance, will monitor and review statewide compliance with the documentation requirements of Civil Service Regulation 5.07.
- An annual report on usage of the Information Technology Program will be prepared by the Department of Civil Service, Compensation Section.